

OPERATIONS MANAGER – FLEET

DEFINITION

Under general direction, to plan, organize, direct, supervise and administer the activities of the Fleet division within the Administrative Services Department; to provide highly complex staff assistance to the Director of Administrative Services and others, and to perform related work as required.

CLASS CHARACTERISTICS

This is a single-position classification. The incumbent reports to the Director of Administrative Services and has responsibility for providing daily supervision to Fleet maintenance staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and supervises the activities of technical and clerical staff in the Fleet division
- Participates in the development and administration of the department budget
- Coordinates the selection and acquisition of the most appropriate vehicles and equipment based on functionality, efficiency and life-cycle costing; authorizes capital purchases; prepares bid specifications for fuel, oil, materials, parts and equipment; directs the ordering of supplies and materials
- Plans, coordinates and supervises a comprehensive preventive maintenance program for vehicles and related mechanical equipment
- Monitors compliance with various inspection and reporting requirements
- Interprets and applies provisions of laws, rules and regulations related to division matters
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates Fleet division activities with other divisions, departments, governmental agencies and outside organizations as appropriate
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Conducts staff and safety meetings
- Participates in Administrative Services management meetings and works with managers and staff to resolve policy, procedural or operational issues
- Prepares and maintains a variety of records, reports and correspondence related to division

activities

- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

QUALIFICATIONS

Knowledge of

- Principles and practices of operation, maintenance and repair of automotive and heavy vehicles and equipment
- Principles and practices of fleet management
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent federal, state and local rules, regulations and laws
- Principles and practices of safety management and training
- Occupational hazards and standard safety precautions necessary in the workplace

Skill in

- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of program areas within the Fleet division
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Coordinating division activities with other City departments and agencies as required
- Reading, interpreting and applying technical written materials and applicable laws, rules and regulations
- Planning, organizing and implementing a program of vehicle and equipment maintenance, repair and replacement
- Preparing specifications and requests for proposals
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to division activities
- Preparing and administering a departmental budget
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to an Associate's degree with major course work in business administration, automotive analysis, engineering, or a closely related field AND five years of increasingly responsible, recent experience in the acquisition, maintenance and repair of automotive or heavy equipment, including two years of supervisory responsibility. Significant fleet management experience is preferred.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office or shop environment, use standard office equipment and attend off-site meetings. Incumbents may be exposed to occasional above average noise, air contaminants, fumes, dusts, solvents, grease/oil, chemical, etc. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and shop duties; lift moderately heavy weights; operate a motor vehicle. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.